

KSAs
Budget Analyst
GS-560-14

1. Knowledge of federal budget processes, policies, procedures, and regulations to assure that budget estimates, projections, and submissions conform to requirements, guidelines, and financial objectives.
2. Skill in the development of cost-benefit analysis of proposed budgetary and program actions and advising Department officials and program managers of most advantageous courses of action.
3. Knowledge of budget formulation, budget presentation-enactment, budget assessment, and budget execution.
4. Ability to carry out program analysis studies and projects.

KSA WEIGHTING SHEET

MPP#

Position Title, Series, and Grade Budget Analyst, GS-0560-14

Organizational Location ED/SFA/Students Channel/Immediate Office of the General Manager

Weights established by Jennifer Douglas

Date xxx

<u>KSA</u>	<u>Weight</u>
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4. Ability to carry out program analysis studies and projects.	

Note: Weights must total 10. The weight for any one item can range from 1.0 to 4.0 in increments of 0.5.

Name of Selecting Official Jennifer Douglas, General Manager, Students Channel
Building and Room # ROB-3, Room 5050 Telephone 202-708-9951

KSA #1 Title: Knowledge of federal budget processes, policies, procedures, and regulations to assure that budget estimates, projections, and submissions conform to requirements, guidelines, and financial objectives.

Points

Points: 4 SUPERIOR knowledge is indicated by: Reviews, analyzes, and edits budget requests for technical sufficiency, accuracy, format, and conformance with internal and external guidelines such as supporting justifications. Analyzes estimates to identify imbalances among projects, eliminate duplication of functions and to reconcile estimates with current expenditure levels. Returns requests and provides guidance for correction and revision.

Points: 3 HIGHLY SATISFACTORY knowledge is indicated by: Assures funds are properly allocated, obligated, and spent in accordance with management objectives and complies with applicable agency requirements. Provides technical assistance for correction and revision. Assures accuracy of all budgetary elements. Conducts analysis to ensure elimination of duplications.

Points: 2 SATISFACTORY knowledge is indicated by: Assures assigned program budget funds are properly allocated, obligated, and spent to meet Students Channel objectives.

Points: 1 BARELY ACCEPTABLE knowledge is indicated by: Reviews budgets to assure objectives are met.

Signature: _____ Date: _____

KSA #2 Title: Skill in the development of cost-benefit analysis of proposed budgetary and program actions and advising Department officials and program managers of most advantageous courses of action.

Points

Points: 4 SUPERIOR skill is indicated by: Advises program managers on budgetary alternatives affecting technical and administrative compliance to internal and external requirements. Applies analytical methods to be used in estimating funding needs, such as decision theory, program evaluation techniques and linear regression, for presenting budgetary recommendations to managers. Communicates effectively with managers orally and in writing. Analyzes complex legislative, policy, fiscal, procedural, and similar matters.

Points: 3 HIGHLY SATISFACTORY skill is indicated by: Provides advice based on analytical methods used to evaluate budgetary requests. Develops oral and written strategies for presenting budget alternative courses of action. Identifies and analyzes cost-benefit relationship. Prepares reports on pending legislation.

Points: 2 SATISFACTORY skill is indicated by: Provides results of analytical analysis and studies to management, recommends alternatives, and participates in studies of complex legislation, policy, and fiscal matters.

Points: 1 BARELY ACCEPTABLE skill is indicated by: Conducts analytical studies.

Signature: _____ Date: _____

KSA #3 Title: Knowledge of budget formulation, budget presentation-enactment, budget assessment, and budget execution.

Points

Points: 4 SUPERIOR ability is indicated by: Provides advice and recommendations on all aspects of assigned program budget to internal and external officials and managers. Drafts procedural instructions and policy guidance for management use in planning and estimating funding requirements for the Office's budget. Provides information in preparation of narrative and statistical materials concerning the budgets for use in briefing top agency officials.

Points: 3 HIGHLY SATISFACTORY ability is indicated by: Recommends adjustments in use of funds in response to analysis, changes in program, staffing levels and funds available. Exercises budget control through review and approval of the obligation and expenditure of administrative funds. Provides guidance to internal and external officials on assigned budget(s).

Points: 2 SATISFACTORY ability is indicated by: Drafts procedural instructions for internal and external program managers. Provides input concerning assigned budgets in preparation of briefing material and other requests for information. Assesses budget execution for implementation of program objectives.

Points: 1 BARELY ACCEPTABLE ability is indicated by: Assess budget execution.

Signature: _____ Date: _____

KSA #4 Title: Ability to carry out program analysis studies and projects.

Points

Points: 4 SUPERIOR skill is indicated by: In-depth knowledge of analytical techniques as it applies to program policies and activities, the preparation of reports on system operations, including computer generated reports.

Points: 3 HIGHLY SATISFACTORY skill is indicated by: Evidence of experience gained in the analysis of computer-generated reports that involves various program activities.

Points: 2 SATISFACTORY skill is indicated by: Some experience in conducting studies of program activities.

Points: 1 BARELY ACCEPTABLE skill is indicated by: Analytical experience.

Signature: _____ Date: _____